



*Airport & Aviation Services (Sri Lanka) (Private) Limited*



**We are looking for highly motivated individuals with right attitudes to fill the following vacancies**

**VACANCIES FOR THE POST OF SECRETARY GR.IV /TRAINEE SECRETARY**

**Job Scope** : Maintain secretarial functions in the respective divisions assigned by the Head of Division or the authorized officer by coordinating all office activities and performing secretarial assignments

**Key Responsibilities** :

- 1) Office coordination , scheduling meetings ,preparing and maintaining office records , reports and correspondence
- 2) Preparation of Divisional/Sectional budget as per the directions by the immediate supervisor
- 3) Compose routine Correspondence
- 4) Take dictation in shorthand and transcribe
- 5) Sort incoming Correspondence
- 6) Operate standard office equipment
- 7) Determine needs and other office supplies, equipment repair and maintenance services through proper channels
- 8) Maintain confidentiality of documents and information received

**Qualifications & Experience** :

- i. Should have passed GCE (A/L) Examination or equivalent examination with 03 main subjects (except Common General Test & English) in one sitting.  
**AND**
- ii. Should have obtained Credit Pass for English Language in the G.C.E. (O/L) examination or equivalent examination.  
**AND**
- iii. Should have possessed one year full time course in secretarial practice or NVQ Level IV qualification in secretarial practice.  
**AND**

iv. Should have a speed of 30 w.p.m (Sinhala) and 40 w.p.m. (English) typing.

**AND**

v. Fluency in Written and Spoken English.

**AND**

vi. Computer Literacy

**AND**

vii. A minimum of Two (02) years' experience as a Secretary/ Stenographer in a reputed organization.

**Note** : **Those who are not having the requested working experience but having all other qualifications shall be considered to be selected as Trainee Secretary.**

**Age** : 

- The age should be below 35 years on the closing date of applications to the post of Secretary Gr IV.
- The age should be below 30 years on the closing date of applications to the post of Trainee Secretary.

**Salary** : The selectees will receive an attractive salary and fringe benefits.

**Method of selection** : Candidates should face for a Written Test and an Interview.

**General:**

The selected candidates will have to perform duties at any location of the company in any part of the Island as and when necessary.

If you are interested and possess the relevant qualifications and experience, please send in your resume prepared according to the specimen application given in our Website <http://www.airport.lk>Corporate>careers> with copies of the relevant certificates to be reached to the following address on or before **February 18, 2025 only by Registered Post or Courier**. Please indicate the post applied for on the top left hand corner of the envelope.

**Please note that the applications without copies of the relevant certificates and/or forwarded in other modes and/or not in accordance with the application given in our website will be rejected.**

Please note that only short listed candidates will be notified.

**CHAIRMAN  
AIRPORT & AVIATION SERVICES (SRI LANKA) (PRIVATE)LIMITED  
BANDARANAIKE INTERNATIONAL AIRPORT  
KATUNAYAKE**

**Date: 11/02/2025**